

**From:** Nassif, Julianne (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JULIANNE.NASSIF>  
**Sent:** Wednesday, October 26, 2011 12:47 PM  
**To:** Renczkowski, Daniel (DPH) <Daniel.Renczkowski@MassMail.State.MA.US>  
**Subject:** Re: Monthly drug lab meetings

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No meeting on monday. I will come up with an alternate date when I get back.

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**From:** Renczkowski, Daniel (DPH)  
**Sent:** Monday, October 24, 2011 01:53 PM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: Monthly drug lab meetings

Hi Julie. I know you're out this week but we were wondering if we were still planning on the monthly drug lab meeting for next Monday and also if we have any update on when the OT will be available. Thanks!

-Dan

-----Original Appointment-----

**From:** Nassif, Julianne (DPH)  
**Sent:** Monday, May 02, 2011 3:01 PM  
**To:** Rosas, Giovanni (DPH); Corbett, Kate (DPH); Feiden, Stacey (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tan, Zhi (DPH); Tran, Mai (DPH); Farak, Sonja (DPH); Hanchett, James (DPH); Pontes, Rebecca (DPH); Salem, Sharon (DPH)  
**Subject:** Monthly drug lab meetings  
**When:** Friday, May 06, 2011 11:00 AM-12:00 PM (GMT-05:00) Eastern Time (US & Canada).  
**Where:** state lab - boston room 133

I am scheduling monthly drug lab meetings. We are making good strides towards reduction of the backlog, will soon be moving to a single chemist taking a sample/case from start to finish, so we need to outline the next steps for preparation for accreditation. I know that not everyone will be able to come to all but we will do the best we can around court schedules. Giovanni will take minutes to keep us on track and inform those who are unable to attend.

Jim - you are always invited, please come when it works for your schedule. I know it's not feasible to clear out the entire Amherst Lab so I will plan on an Amherst meeting quarterly.

#### Tentative Agenda

- design for each of the "renovated" lab spaces in Boston (please bring your consensus ideas to the meeting)
- equipment
- proficiency testing
- SOPs
- documentation of training
- ???

Future meeting dates all at 11 AM 6/17, 7/18, 8/15, 9/16, 10/31